



STATE OF MICHIGAN
**Family
Independence
Agency**

Memo

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To: Jim Beougher, Director
Child and Family Services Administration

Date: December 27, 2001

From: Rita Barker, Director
Office of Internal Audit

Subject: Audit of Shelter Inc., Contracts # DV 00-04001-2, STOP 04-001-2, RPS 00-04001-2
Audit # 2002-009

Shelter Inc. entered into contracts # DV 00-04001-2, STOP 00-04001-2, and RPS 00-04001-2 with the Family Independence Agency to provide emergency shelter, counseling, hot line, support, emergency intervention, follow up, advocacy, and community education services. We performed an audit of these contracts for the period October 1, 2000 through September 30, 2001. The purpose of our audit was to determine if Shelter Inc.'s billings to FIA were accurate, and if the costs they billed to FIA were necessary, reasonable, and proper. We also reviewed case files to determine if they contained the documentation required by the contract.

Based on our audit, we concluded that the billings submitted by Shelter Inc. were accurate, and the costs billed were necessary, reasonable, and proper. Shelter Inc. had adequate documentation to support the expenses billed. In addition, the case files we selected for review contained all of the required information.

Please contact me if you have any questions regarding this audit.

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